

## **POLICY AND PROCEDURE FOR ADJUSTMENTS**

**Complete this form requesting an adjustment and mail or fax with a copy of all repair bills to:**

City of Bloomington Utilities  
Paula Dodds-Accounts Receivable Coordinator  
PO Box 1216  
Bloomington In 47402-1216  
Fax: (812) 331-5407

Include in letter:

Explanation of Leak:

When leak was repaired:

Address where leak happened:

Account number:

Name:

Mailing address (if different from service address)

Telephone number where you can be reached:

You will be notified by letter of the amount of any adjustment or reason for a denial.